

## OPERATIONS GROUP FILE

LOGNOTE -- Chief, Operations Group, 22 April 1986

2. [ ] I met today with Hong Kong Bureau Deputy Chief [ ] We discussed the proposed Merit Unit Citation and individual awards for bureau staff in connection with coverage of the Philippine crisis. We did not have time during our meeting or during the week to collaborate on drafting the recommendation so she will prepare it when she returns to the bureau along with the suggestion awards for selected individuals. She was given examples of Merit Unit Citations and advised to check with Admin on getting the forms for Special Achievement Awards. I also pointed out the section of the Foreign National Handbook dealing with awards.

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We also discussed the issue of the teletype grades and the bureau's complaint that all teletypists perform the same functions but some are limited to the journeyman position by the grade structure. I advised that the FBN-06 position is a flexible position and that operators can be promoted into this position even if it means going above the authorized level. I cautioned that there should not be a massive number of promotion recommendations at once and that those being recommended for promotion from the journeyman position must truly be working at the senior level. I also noted that with the coming bureau automation she may find that there will be more variation among teletype duties, as has happened in the Headquarters commcenter. She must also keep the FBN-05 journeyman positions on the books to preserve the pay level of the senior operators during future wage surveys. She agreed to give very careful consideration to any promotions to the FBN-06 level, noting that she does not expect to make any recommendations in the near future.

On an unrelated subject, she advised that IBM PC's are available in Hong Kong for the same price as IBM Selectric typewriters and that the bureau plans to purchase these instead of typewriters for the monitors as the typewriters need to be replaced. I said I didn't think Ops would have any objections as long as the bureau has the funds. She will also discuss this with [ ] to ensure bureau planning is in accord with ADD planning for bureau automation using Local Area Networks. During a later conversation I had with [ ] she expressed enthusiasm over the idea.

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(cc: Chief, Hong Kong Bureau, Hong Kong FBN file)